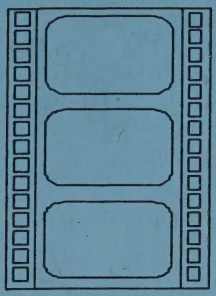

The Pikes Peak Lavender Film Festival
Our 10th Anniversary Year!
P.O. Box 1987
Colorado Springs, CO 80901
719-38-MOVIE
www.pplff.org

Festival Volunteer Information Sheet

The Pikes Peak Lavender Film Festival is a volunteer organization. There are opportunities for interested persons to become part of the Festival team.

As with all organizations, "we're always looking for a few good people." Listed below are the positions/skills that are essential to the success of the Festival.

If you think you might be interested in joining the Festival Board of Producers, please rank the areas below from "1" meaning the one you're most interested in, to "7" meaning the one of least interest.

____Fundraising... Although we receive some grants from supportive organizations, the Festival needs other sponsors to fill any short fall in funding. Is this an area that interests you?

____Record keeping expertise...The Festival Treasurer and others always need help. This includes inputting information on Excel spreadsheets, production of Festival sponsor letters and forms, etc. This person will also help during the Festival with ticket and pass sales. Does this interest you?

____Technology... Do you have expertise with web site design and/or maintenance? Our webmaster always needs help.

____Graphic Design expertise... We produce a Festival poster, brochure, and program each year. These items are time sensitive, and require attention to details. Is this something you might be interested in working on?

____Advertising and publicity... This person or persons would work closely with the graphic designer and the Board in deciding the overall Festival theme, and helping get the Festival as much exposure prior to, and during the event as possible. Creativity and contacts in this area are necessary.

___Are you a people person? During the Festival, we always need a welcoming presence for those attending. This is where ushers shine through, not only in handing out programs and taking passes and tickets, but also in answering questions, and helping attendees as necessary.

___Event Planning ...We always open the Festival with a gala which includes food, drink, and music. Do you have expertise in attending to details as well as working within a budget, negotiating with suppliers and artists, planning an event of this type? If so, this might be your baby.

____Yes...I am interested in volunteering for next year's Festival. I have indicated my preferences.

Name:_____ Phone:_____

Email address:_____

THANKS! We'll be in touch.

The Festival Board of Producers